

# ACADEMIC STAFF ORIENTATION COMMITTEE

## BYLAWS

### ARTICLE I PURPOSE AND RESPONSIBILITIES

#### Section 1 Purpose

The purpose of the Orientation Committee is to develop and present orientation sessions for new academic staff. It also provides workshops on governance for new and continuing academic staff.

#### Section 2 Responsibilities

- A. To develop and prepare materials and documents for academic staff orientation sessions.
- B. To work cooperatively with the Office of the Secretary University and the Office of Human Resources in conducting academic staff orientation programs.
- C. To provide workshops open to all academic staff on topics related to academic staff appointments and shared governance.

### ARTICLE II MEMBERSHIP

#### Section 1 Structure

The Committee consists of nine elected academic staff members and one ex-officio academic staff member who is a member of the Academic Staff Committee. The ex-officio member will be appointed by the Academic Staff Committee and will serve a one-year term on the Orientation Committee. This ex-officio member must be currently serving his or her second or third year on the Academic Staff Committee. No more than two elected members may be from any one school/college/division at the time of their election to the committee. There must be at least one member from each functional area (teaching and non-teaching). There must be at least one member from each of the following appointment categories: indefinite, probationary, and fixed-term. All members must have at least a 50% appointment at UWM and have been academic staff at UWM for at least two years.

(AS Doc 71, 2/2012 revision)

#### Section 2 Nomination/Election Procedures

Members are nominated and elected in accordance with standard Academic Staff Operating Rules.

#### Section 3 Term of Office

All members serve three-year terms. The committee year is September 1 through the following August 31.

#### Section 4 Absences

Attendance at Committee meetings is part of each member's duties. Members who miss one-third of the regular meetings, as scheduled at the beginning of each year in accordance with Article III, Section 2, Paragraph A of these bylaws, forfeit their committee membership. There are no excused absences.

#### Section 5 Vacancies

If a vacancy occurs, the position is filled by the eligible candidate who received the next highest number of votes in the most recent election. That candidate will serve the remainder of the term associated with the vacancy. If no eligible candidate is available, the Academic Staff Committee appoints an academic staff member to fill the vacancy for the remainder of the term of service. (AS Doc 40 approved by AS Senate 5/2009, revised 7/14/2009)

## ARTICLE III ORGANIZATION

### Section 1 Officers

The officers are the Chair and Secretary. Other officers are appointed by the Committee as necessary.

- A. Responsibilities: The Chair prepares and distributes the agenda for all meetings and presides at these meetings. The Chair is the liaison with the Office of the Secretary of the University and the Academic Staff Committee and Academic Staff Senate. At the end of each committee year, the Chair prepares a written report of Committee activities.

The Secretary takes minutes and distributes them to Committee members, the Chair of the Academic Staff Committee, and the Office of the Secretary of the University; maintains the attendance records of Committee members; and conducts Committee business in the absence of the Chair.

Responsibilities of other officers are determined when each position is created.

- B. Eligibility: In order to maintain continuity of leadership, the Chair must have served on the Committee during the year prior to his/her term of office. Other offices may be held by any voting member regardless of prior length of Committee service.
- C. Election, Term of Office, Vacancies: Officers are elected at a regular meeting within three weeks after the annual election for one-year terms beginning September 1. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

### Section 2 Meetings

- A. Regular and Special Meetings: The Chair calls the first meeting in September for organizational purposes and to establish a schedule of regular meetings. The Chair calls special meetings as needed or at the request of two or more Committee members.
- B. Quorum: A quorum consists of five voting members.
- C. Standing Rules: All Committee meetings are conducted according to the latest edition of Robert's Rules of Order unless otherwise specified in these bylaws.
- D. Agenda: The agenda is distributed prior to each meeting. Any Committee member or academic staff member may place an item of business on the agenda of any regular meeting by contacting the Chair prior to the distribution of the agenda. Additional items may not be added to the agenda of special meetings.

## ARTICLE IV AMENDMENTS TO THE BYLAWS

A motion to amend these bylaws may be made only by a Committee member and must be placed on the agenda prior to a regularly scheduled meeting. Amendments must be approved by a majority vote of both the Orientation Committee and the Senate of the Academic Staff. All proposed amendments must be reviewed by the Codification Committee for logic, clarity, and consistency prior to final approval by the Senate of the Academic Staff. Any approved bylaw amendment(s) must be reported at the next regular meeting of the academic staff.